Sage – Multi-Factor Authentication
Enrollment Guide for Providers.

1. **Getting Started:**
   Copy the following URL associated with Multi-Factor Authentication for SAGE to your browser and press the "Enter" key:
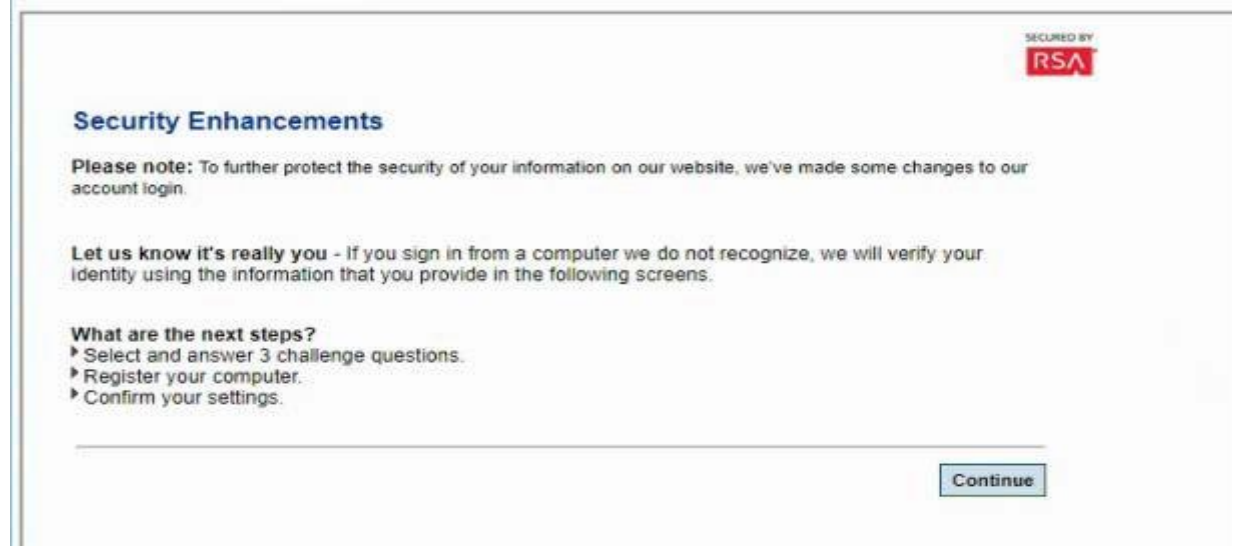
   https://era.lacounty.gov/mfa - NOTE: *link must be COPIED AND PASTED into a web browser*

2. Enter your County C account (Only the C portion of the account, e.g. C123456) in the "e+employeeID" field and your password in the "Hosted Password" field and click "Sign In".

3. Click "continue" on the Security Enhancements

4. First Set of Security Challenge Questions:
   a.) You will be prompted to provide answers to three (3) Security Questions of your choice.
   b.) Select from a subset of questions in each of the "Question" text boxes. Type your responses in the "Answer" text boxes.
   c.) Click "**Continue**" when you have confirmed your Questions/Answers.

5. You will be prompted to confirm your selection in the next page before your enrollment is complete.
   a.) Click on yes I plan to use this computer.
   b.) Click on "Finish"

6. Click on the Office 365 MFA Enroll link.

Welcome to the Los Angeles County 365 Enroll, s486929.
If you have any questions, please contact CAC Helpdesk at 562-940-3305. Thank you.

Web Bookmarks

🖼 **Office 365 MFA Enroll**
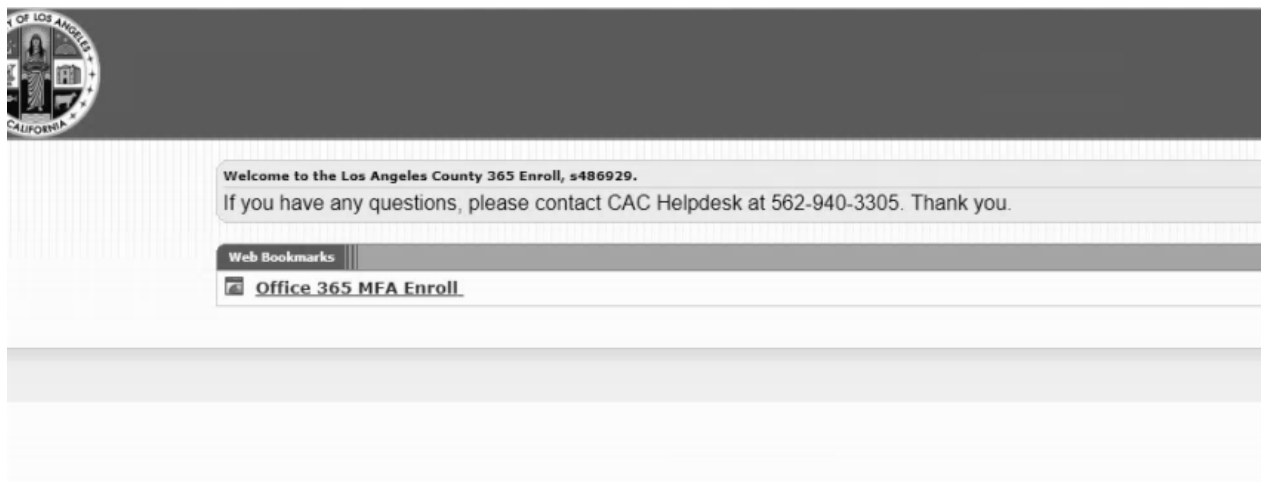
7. Enter your County C account in the form of an email address (c123456@ph.lacounty.gov) in the "County Email ID" field and your County password in the "Email Password" field and click "Logon".
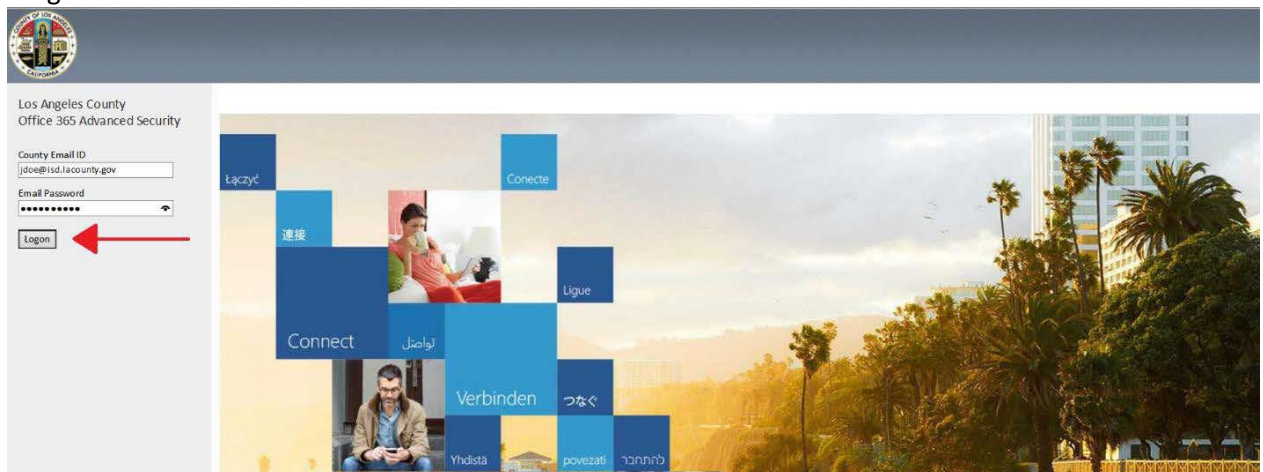
a.) You will be re-directed to the RSA Adaptive Authentication Enrollment page.

8. Second set of Security Challenge Questions:
a.) You will be prompted to provide answers to three (3) Security Questions of your choice.
b.) Select from a subset of questions in each of the "Question" text boxes. Type your responses in the "Answer" text boxes.
c.) Select yes I plan to use this computer device for future use.
d.) Click "**Continue**" when you have confirmed your Questions/Answers.

Enrollment

If you sign in from a computer we do not recognize, we will verify your identity using the information that you provide in the following screens.

Please select and answer your security questions	*All fields are required

Question 1 Please Select a Challenge Question... ▾

Answer 1 [   ]

Question 2 Please Select a Challenge Question... ▾

Answer 2 [   ]

Question 3 Please Select a Challenge Question... ▾

Answer 3 [   ]

Would You Like Us to Remember this Computer?

○ Yes, I plan on using this computer to access my account in the future

◉ No, This is a public computer, or one I do not plan on using in the future.

[Continue] ←

9. You will be prompted to confirm your selection in the next page before your enrollment is complete.
   a. Click "**Accept**" to confirm your Security Questions/Answers and the device you are using.

Confirmation

Please confirm your selection below before your enrollment is complete.

Your secret question selection

Question 1: What is your best friend's first name?

Answer: 1: ▮▮▮▮

Question 2: What was your high school mascot?

Answer: 2: ▮▮▮▮

Question 3: In what city was your mother born? (Enter full name of city only)

Answer: 3: ▮▮▮▮

Your device binding selection

Device Bind Type
The device will not be bound

[Change Settings] [Accept] ←

10. Once you see the screen below you have successfully enrolled in the County's Multi-Factor Authentication for Office 365 remote access.

11. Do not click on "Click to go back to office 365"